

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

STATE

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

PROCUREMENT AGENT FSN-810

10

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

U.S.EMBASSY KAMPALA

a. First Subdivision

ADMINISTRATIVE OFFICE

b. Second Subdivision

GENERAL SERVICES OFFICE

c. Third Subdivision

PROCUREMENT SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Responsible for all aspects of contracting and procurement functions for 15 agencies subscribing to the ICASS service. The total contracting and procurement transactions are over 20 million dollars a year. The incumbent supervises six employees, providing guidance and assistance to them.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

RECEIPT OF PROCUREMENT REQUEST: Review incoming procurement requests. Ensures the person/office is authorized to procure and checks stock level for requested items. Determine if appropriate to the Mission's program (furniture recycle time for office and residences, GOV's etc) and review need vis-à-vis arrival time and determine if order should be GSA, off-shore or local. Works closely with RBFO on funding levels.

MARKET RESEARCH: After determining product availability, ensures that Federal Acquisition Regulations (FAR) are followed concerning firm's commercial practices and terms.
QUOTATIONS: Prepares and issues requests for quotations which includes definite delivery sates, qualities, shipping details, applicable terms and conditions of purchase. All quotations are written in compliance with the office of the Procurement Executive (A/OPE) competition requirements. Following simplified Acquisition Procedures evaluates quotations and select winning bid. Determines most economical method of purchase: petty cash, purchase order or through government agencies (RPSO or GSA).
INVOICES: Ensures vendors/contractors payments are processed in time and in compliance with the Prompt Payment Act. Verify accuracy of invoices: ensure terms of agreement were met, prices charged accurately and that ordered supplies were received.
VENDORS: Establish and maintain good working contacts with local vendors and contractors. Visit new vendors, maintain good working relationships with present vendors, attend Open Houses or functions launching new products and maintain a vendor register.
PUBLICATIONS: Responsible for the Mission's Publications procurement: periodic revisions, renewals and distribution of all daily newspapers, periodicals, subscriptions and Uganda publications for various Missions offices (Front Office, Health Unit, IPC and Systems).
PROCUREMENT TRACKING: Supervises and monitors the Procurement Tracking System which will be used by, and have input from RBFO, Receiving, Procurement and Shipping. 45%
OTHER: Prepare the Mission's annual "wish list" by communicating and working with all section heads in preparation if their projected requirements for the next fiscal year. Prepares the final ordering documents once requests are reviewed including researching replacement cycles, new needs/requirements and office/project needs/requirements. Breakdown final list into ICASS, Program, other Agency and contacts the Budget Office to ensure funds are available.
Monitors all procurements to ensure is sufficient lead time in ordering equipment, appliances and supplies. Consult with the Shipping Section on ETA's of ordered items in order to their section to be aware of incoming items and ensure prompt processing with Transami, Customs and MFA. Monitor expendable supplies that move fast to ensure replacement supplies ordered in a timely fashion which involves working closely with the Costing Clerk who keeps these records. 30%
CONTRACTING: Drafts Work Statements and Requests for Quotations (FFQs), describing supplies, services or construction needs and outlining required contract deliverables, terms and regulations. Drafts and place advertisements, public notices and use the internet for bids.
Prepare solicitation and contract documents. Reviews and prepares summary of offers before forwarding to GSO. Organizes and attends Bidders' conferences. Acts as note taker at Bidders' conferences, administers, monitors contracts and reports potential contracts. Acts as Point of Contract (POC) for projects and contracts. Acts as COR for small contracts (example: trash and copier maintenance contracts). 25%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of a bachelor's degree in procurement, business, business administration, commerce, finance, marketing, accounting, economics and purchasing and supplies is required.
- b. Prior Work Experience
Four years of progressively responsible experience in procurement and or contracting work is required.
- c. Post Entry Training
On the job - DOS/FSI procurement and contracting courses.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level IV (fluent) English speaking and writing ability is required.
- e. Knowledge
Good working knowledge of contracting procedures, practices, and local pricing customs of the local market is required.
- f. Skills and Abilities
Ability to organize, manage, and supervise the procurement functions is required. Must also have the ability to evaluate, analyze and negotiate.

16. POSITION ELEMENTS

- a. Supervision Received
General Services Officer.
- b. Available Guidelines
FAM, FAR & GSO Handbook, GSA Catalog, Vendor catalogs, verbal and written instructions.
- c. Exercise of Judgment
Negotiates prices with vendors. Differentiate between routine, priority and emergency requests.
- d. Authority to Make Commitments
Determines best vendor sources and recommends to GSO for official commitment.
- e. Nature, Level and Purpose of Contacts
U.S. Direct Hires, fellow FSNs, requesting vendors, Department and U.S. Government agencies.
- f. Supervision Exercised
Six procurement agents.
- g. Time Required to Perform Full Range of Duties after Entry into the Position
One year.